

**NEBRASKA NATIONAL GUARD
HUMAN RESOURCES OFFICE
2433 NORTHWEST 24TH STREET
LINCOLN, NEBRASKA 68524**

ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

This position has a proposed start date of 1APR17 and is contingent on the availability of funds

Announcement Number: FTNGDCD-AR-17-005

Closing Date: Open Until Filled

Position Title: Counterdrug Spanish Linguist Support

Location: Counterdrug Support Program, Various Locations

Military Grade Range: Minimum SPC/E4 - Maximum SSG/E6

Military Requirements: Designated MOS for this position is 00F/Immaterial. **Length of tour is until 30 September 2017, contingent upon funding availability for FY 17/18.** If selected, individual must live within 65 miles of duty assignment. IAW NGB-ARH Policy Memo #09-011, Paragraph 12a, Soldiers on FTNGDCD will be ordered to perform or attend IDT and AT while in a FTNGDCD status, 32 USC 502(a). The CD program budget is funded annually by Congress. There is no guarantee of employment due to the fluctuation of the budget and orders may be terminated at any time due to budget reductions. Normal duty hours are 0730-1600 hours, Monday through Friday; evening and weekend duty will be performed as mission requires. PCS/PERDIEM will not be paid.

Area of Consideration: All members of the Nebraska Army National Guard in the rank of SPC/E4 – SSG/E6 may submit applications for this position. **All current hiring procedures will be in accordance with the FTNGD-OS Policy.**

Area 1- M-Day applicants meeting the requirements identified on the announcement and eligibility requirements in references.

Area 2- Technician applicants meeting the requirements identified on the announcement and eligibility requirements in references.

The following requirements must be met prior to the start date of FTNGDCD orders:

1. A law enforcement background check will be conducted. Favorable Entrance National Agency Check/National Agency Check (ENTNAC/NAC) within past 10 years in required.
2. A medical review of PHA and MEDPROS will be conducted to ensure that medical retention standards are met. Female Soldiers will be required to conduct a pregnancy test within 15 days of starting orders.
3. Must have a passing APFT within 6 months of the start date.
4. National Guard Members participating in the Counterdrug Support Program are required to comply with state laws and with DoD 5500.7-R. They are required to uphold the highest standards of conduct and personal appearance.
5. Individuals employed outside the National Guard or attending school require written approval by the CDC.
6. As a CD employee, unannounced urinalysis will be conducted in addition to random unit testing.
7. Selectee will wear appropriate military uniform or civilian attire as directed by the Counterdrug Coordinator.
8. Tour orders will end on 30 September 2016.
9. Selectee must have a favorable interview by the Counterdrug Coordinator or representative.
10. Personnel must receive a written recommendation from their unit Commander, designated equivalent or higher ranking officer.

General Requirements:

1. Must be fully fluent in Spanish with an understanding of Mexican dialects, common slang and colloquial expressions and be able to translate them into English.
2. Prior translation or linguist experience preferred.
3. Experience in military intelligence or criminal intelligence preferred.
4. Must possess excellent analytical reasoning skills.
5. Must possess excellent communication, organizational and analytical skills.
6. Must work well with fellow team members and law enforcement personnel.
7. Must be self-motivated and able to operate independently.
8. Must be familiar with basic reporting formats.
9. Must be proficient in Microsoft Office productivity programs and database systems, virtual networking skills are desirable as well
10. Experience in illicit finance analysis a large plus.
11. Post-secondary education in Computer Science, Information Systems, Geography/GIS, Systems Analysis, Intelligence Operations, International Relations or Criminal Justice not required but preferred.
12. Applicant should be able to present unconventional solutions to complex tactical and technical problems.
13. Applicant must be available to work on a daily basis in Lincoln and Omaha with occasional work throughout Nebraska depending upon mission support requirements.
14. Must be willing to attend training out of state to become fully qualified for position.
15. Normal duty hours are 0730-1600 hours, Monday through Friday, evening and weekend duty will be performed, as missions requires.
16. Selectee will wear appropriate military uniform or civilian attire as directed by the Counterdrug Coordinator.

Summary of Duties: Support law enforcement narcotics investigations by: Monitor, translate, transcribe and interpret varying recorded media files supporting local law enforcement investigative needs. Creating timely criminal intelligence and linguistic products that meet the standards set by USDOJ and ICD203. Fully executes the intelligence cycle through thorough planning, collection, processing, analysis, production and dissemination of intelligence products to assist in criminal investigations. Assist with the collection of information and evidence through manned and technical surveillance. Analyze case data and suspect information for patterns. Assist in covert camera installations. Advise law enforcement on counterdrug capabilities including criminal analysis, language translation, and physical and technical surveillance applications.

Application Instructions:

Please read the application instructions as there have been changes to the application and process for applying.

!!! IMPORTANT NOTICE!!!

Applications will be screened after the job closing date, not prior. Please review your application for accuracy before you submit it to HRO. Nothing will be added to the application after 1600 hrs on the closing date.

E-mail may be sent to ng.ne.nearng.list.hro-agr-job-apps@mail.mil with a subject line of "Job Application FTNGDOS-AR-__-__ (list job announcement number)". Electronic applications will be submitted as one attachment. Applications submitted in multiple attachments will not be accepted. Applications or attachments which are unreachable or cannot be opened will not be accepted or considered.

Candidates may apply by submitting a completed DA Form 1058-R (Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve). Reference Guidance for Full-Time National Guard Duty for Operational Support (FTNGD-OS) and Full-Time National Guard Duty Mobilization Augmentee (FTNGDMA) Duty MIL 02-035-12 and PPOM #13-020 the following documents must be submitted.

Packets without the appropriate documents or a written explanation will not be processed for interviews. Applicants will use the following checklist to ensure proper documentation is submitted.

☐ Yes ☐ No **1. Copy of Job Announcement as Cover Sheet for application packet**

☐ Yes ☐ No **2.** Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve Position, DA Form 1058-R. **This form can be downloaded from the Nebraska National Guard Opportunities webpage.**

☐ Yes ☐ No **3.** ERB/ORB. Soldiers can download their validated Selection Board Record Brief ERB/ORB from <https://minuteman.ngb.army.mil/benefits>. **Enlisted applicants who are NOT MOSQ for the position in which applying must include ASVAB scores on the ERB.**

☐ Yes ☐ No **4.** Five latest OER's/NCOER's. Applications must contain their most current NCOER/OER and if unavailable written explanation must be provided. If you do not have any OER's/NCOER's, a letter of recommendation or performance evaluation must be submitted on Soldiers not requiring an OER/NCOER.

☐ Yes ☐ No **5.** NGB Form 23 (RPAM). All Army National Guard Soldiers will submit a current copy (**within the last 6 months**).

☐ Yes ☐ No **6.** Completed FTNGD Annual Statement of Understanding **This form can be downloaded from the Nebraska National Guard Opportunities webpage.**

☐ Yes ☐ No **7.** Current DA Form 705, Army Physical Fitness Test Scorecard, listing last 4 APFT scores. Applicants must have a current passing APFT within 6 months from application submission date.

☐ Yes ☐ No **8.** Current passing semi-annual weigh-in on TAG-NE 600-9, DA 705 or DA5500/5501 if required, within 6 months of closing date.

☐ Yes ☐ No **9.** IMR (Individual Medical Readiness) Record **showing a PHA completion date within 12 months and HIV within 2 years** <https://medpros.mods.army.mil/medprosnew/secure/medical/imr.aspx> Include a current copy of your DA Fm 3349 if on profile. Any PULHES with a 3 or 4 must be approved by a MAR2 process or PDES and found fit for retention in primary MOS.

☐ Yes ☐ No **10.** Written Letter of Recommendation from unit Commander, designated equivalent or higher ranking officer.

☐ Yes ☐ No **11.** Current resume with previous relatable military and civilian experience.

☐ Yes ☐ No **12.** Complete Police Record Check DD FORM 369 Dated DEC 2014 Blocks 1-9 and Block 11.

☐ Yes ☐ No **13.** Permanent or Temporary Profiles DA Form 3349 (If applicable). Any PULHES with a 3 or 4 must be approved by a MAR2 process or PDES and found fit for retention in primary MOS.

☐ Yes ☐ No **14.** Any additional information/memorandums/letters of recommendation may be submitted that you feel will help qualify your application.

In order to comply with United States Department of Defense (DoD) requirements and ensure the safety and security of the missions, programs, property and personnel of the Nebraska Military Department and Nebraska National Guard, employees must obtain the appropriate background investigation and maintain the level of security clearance assigned to their respective work.

Failure to obtain and maintain the designated type of security clearance/background check required for the respective work, may result in a job offer being rescinded, separation of employment, and/or other actions as may be deemed in the best interest of the agency.

Prior to appointment individuals must meet the security clearance requirements for the position or submit the required documents to the Nebraska National Guard Personnel Security Manager for processing the appropriate investigation. Required forms for AGR positions – SF 86, PSIP Initiation Form, Birth Certificate (or other proof of citizenship) and Fingerprints. Technician positions also require the OF 306 and Application/Resume.

The use of official mail to forward employment applications is prohibited. Applications submitted using government postage will not be considered.

Applications may be submitted by e-mail, postal mail, or hand-delivered to the HRO no later than 1600 hours on the closing date. Applications received after the closing time will not be considered for the position.

Mail applications to: NE National Guard
Human Resource – AGR Branch
2433 NW 24th Street
Lincoln, NE 68524

The HRO is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may verify receipt of their application telephonically or via email.